



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

April 3, 1997

Carol Lottice, Treasurer
Chevron Employees Political
Action Committee
575 Market Street, Room 908
San Francisco, CA 94105

Identification Number: C00035006

Reference: 30 Day Post-General (10/17/96-11/25/96) and Year End (11/26/96-12/31/96) Reports

Dear Ms. Lottice:

This letter is to inform you that as of April 2, 1997, the Commission has not received your response to our requests for additional information dated March 12, 1997. These notices request information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to these requests (copies enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Richard Ng on our toll-free number (800) 424-9530 or our local number (202) 219-3580.

Sincerely,

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosures



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Carol Lottice, Treasurer
Chevron Employees Political
Action Committee
575 Market Street, Room 908
San Francisco, CA 94105

MAR 12 1997

Identification Number: C00035006

Reference: 30 Day Post-General Report (10/17/96-11/25/96)

Dear Ms. Lottice:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

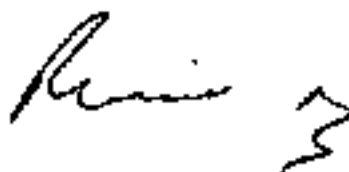
-Your report discloses activity that falls outside the reporting period. Please amend this report by including only the financial transactions that occurred between 10/17/96 and 11/25/96. Any activity occurring outside this reporting period should be included in the appropriate report(s). 2 U.S.C. §434(b)

-Schedule B of your report discloses earmarked contributions. If the contribution passed through your committee's account, each must be itemized on the receipt and expenditure schedules, regardless of the amount. For disclosure purposes, the name and mailing address for each contributor must be provided, and where the contribution exceeds \$200, the individual's occupation and name of employer must also be itemized. Please amend your report accordingly. 11 CFR §110.6(c)(1)(v)

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days

of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Ng", followed by a stylized flourish or checkmark.

Richard Ng
Reports Analyst
Reports Analysis Division

